



*The  
Finals  
Week  
Handbook*

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TOPIC:  
PREPARING FOR FINALS



FOR MY TOPIC, I CHOSE PREPARING FOR FINALS TO HELP MY STUDENTS ANTICIPATE WHAT TO EXPECT DURING THEIR FIRST FINALS WEEK.

INFORMATION PROVIDED:


- TIME MANAGEMENT
- ORGANIZATION
- PREPARATION
- BENEFICIAL EDUCATIONAL CENTERS
- SERVICES OFFERED
- HELPFUL REMINDERS

## PURPOSE OF THE LESSON

BEFORE CLASSES STARTED, MY INSTRUCTOR AND I DISCUSSED LESSONS TO GO OVER THROUGHOUT THE SEMESTER. WE CHOSE WHICH LESSONS I WOULD PRESENT TO THE CLASS. I PICKED "PREPARING FOR FINALS WEEK" BECAUSE IT IS SOMETHING I CAN RELATE TO AS A STUDENT. I HAVE VISITED THE LEARNING CENTER, WRITING CENTER AND LIBRARY AND COULD GIVE INSIGHT ON WHAT THE EXPERIENCE IS LIKE.

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I BELIEVE THAT MY LESSON WAS BENEFICIAL FOR MY STUDENTS. THEY LEARNED WHERE THE CENTERS ARE AND SOME OF THE SERVICES OFFERED AT EACH PLACE!

# LESSON PREPARATION

- ❖ TO PREPARE FOR MY LESSON, I DID A LOT OF RESEARCH ON THE SUNY CORTLAND WEBSITE. I GATHERED INFORMATION ABOUT ALL THE EDUCATIONAL CENTERS TO INCLUDE.
- ❖ I REVIEWED INFORMATION AND DELIBERATED WITH MY PROFESSOR AS WELL.

- ❖ I DID NOT DIRECTLY USE A SOURCE FOR THIS LESSON, HOWEVER I ENCOURAGED MY STUDENTS TO GO TO THE SUNY CORTLAND WEBSITE TO LEARN MORE ABOUT THIS INFORMATION.
- ❖ I ALSO PROVIDED THE SCHEDULES FOR ALL THE EDUCATIONAL CENTERS AND RESOURCES ON HOW TO CONTACT THEM.

- ❖ LINK TO THE WRITING CENTER: [HTTPS://WWW2.CORTLAND.EDU/OFFICES/WRITING-CENTER/](https://www2.cortland.edu/offices/writing-center/)
- ❖ LINK TO MEMORIAL LIBRARY: [HTTPS://WWW2.CORTLAND.EDU/LIBRARY/ABOUT/](https://www2.cortland.edu/library/about/)
- ❖ LINK TO THE LEARNING CENTER: [HTTPS://WWW2.CORTLAND.EDU/OFFICES/ASAP/THE-LEARNING-CENTER/](https://www2.cortland.edu/offices/asap/the-learning-center/)

## WHY THIS LESSON IS IMPORTANT FOR FIRST YEAR STUDENTS TO KNOW:

- ❖ FINALS WEEK CAN BE AN EXTREMELY STRESSFUL TIME FOR STUDENTS. IN ORDER TO BE SUCCESSFUL DURING THIS WEEK, IT IS CRUCIAL TO MANAGE YOUR TIME PROPERLY AND STAY ORGANIZED.
- ❖ PREPARING FOR TESTS IS IMPERATIVE FOR FINALS WEEK.

- ❖ I TAUGHT MY STUDENTS ABOUT THE LEARNING CENTER AND PAWS FOR STRESS RELIEF.
- ❖ MENTAL HEALTH IS A GROWING PROBLEM IN AMERICA. IT IS IMPORTANT TO ENSURE OUR STUDENTS ARE HEALTHY AND LEVEL-HEADED DURING FINALS.
- ❖ I PERSONALLY FIND THE PAWS FOR STRESS RELIEF SUPER HELPFUL WHEN I'M TAKING FINALS AND LOVED SHARING THAT WITH MY STUDENTS.

- ❖ I ALSO MADE SURE TO INCLUDE THE ALTERED LIBRARY HOURS IN MY LESSON.
- ❖ HAVING A QUIET SPOT TO STUDY IS NECESSARY TO AVOID DISTRACTIONS.

# PRESENTATION MATERIALS

- ❖ THESE ARE SCREENSHOTS OF SOME OF THE SLIDES I INCLUDED IN MY LESSON!
- ❖ I WROTE SOME GENERAL INFORMATION ABOUT THE WRITING AND LEARNING CENTER. I ALSO INCLUDED TIME MANAGEMENT AND ORGANIZATION PREP, STUDYING TECHNIQUES AND THINGS TO REMEMBER DURING FINALS WEEK.

## The Writing Center



- Some of your finals may be essays...
- The Writing Center offers consultations where you sit down with a graduate student, look over the assignment you're working on and discuss further steps to help you with your work.
- Writing consultants can also help with writing processing skills such as; development, organization, structure, brainstorming, revision and more.
- You can book appointments with The Writing Center online at [cortland.mywconline.com](http://cortland.mywconline.com) or email them at [writingcenter@cortland.edu](mailto:writingcenter@cortland.edu)
- Located in Brockway Hall, Room 216 (above hilltop)

## The Learning Center



- **PAWS for Stress Relief:**
  - Each semester, The Learning Center staff participates in the PAWS for Stress Relief event on campus.
  - For the first two days of finals week, The Learning Center offers dog stress relief. You can go to the office and pet/play with the dogs. A lot of students visit The Learning Center during finals week to destress with the dogs.



## Preparing for Finals

- **Time Management and Organization**
  - **Start early:** You are going to have finals for many different classes. Space out your preparation over 2-3 weeks. Give yourself more time to study for harder courses.
  - **Don't cram:** You retain more information over a longer period of time. Don't start studying for your exam the night before!
- **Preparation and Studying**
  - **Contact your professors:** Ask them about exam dates, platforms (online or in-person final) and unclear concepts.
  - **Strategize:** Create your own study guides, attend review sessions, ask questions in class, organize group study sessions with classmates.
- **Remember...**
  - **Take care of yourself:** Get sleep, eat breakfast before your tests
  - **Don't get overwhelmed:** Exams are not the end of the world, it's just a test, don't stress yourself out.
  - **Refocus and return:** If you cannot stay focused, take a break and come back to it. Stepping away for a few minutes can help you get back on track.



# METHODS

- ❖ I WANTED TO INCORPORATE SOME SORT OF INTERACTIVE RESPONSE IN MY LESSON TO ENSURE MY STUDENTS WERE PAYING ATTENTION AND GOT SOMETHING OUT OF MY PRESENTATION.
- ❖ I CREATED A GOOGLE RESPONSE FORM AND ASKED THE QUESTIONS; "WHAT DID YOU LEARN FROM THIS LESSON? WHAT CAN YOU TAKE BACK WITH YOU DURING FINALS WEEK FROM THIS LESSON?"
- ❖ I RECEIVED A LOT OF SIMILAR RESPONSES. MOST OF MY STUDENTS LOVED THE IDEA OF VISITING THE PAWS FOR STRESS RELIEF PROGRAM.
- ❖ EVEN THOUGH THIS LESSON WAS MORE INFORMATIVE, I WANTED TO MAKE SURE MY STUDENTS STILL LEARNED SOMETHING FROM IT.

What did you learn from this lesson? What can you take back with you during finals week from this lesson?

I learned about the dogs in the Learning Center. I want to visit them during finals week because I miss my dog at home

Not to study for finals last minute

To contact my professors and make sure I know when my finals are

That the library has extra hours during finals week

To visit the dogs in Van Housen

I learned I can go to the writing center for help on my essays.

I am going to use peer tutoring

That I can go pet dogs to destress

I was reminded to create my own study guides

- ❖ I WANTED THIS LESSON TO BE BENEFICIAL FOR MY STUDENTS. FROM THE RESPONSES ON MY FORM, I FEEL I HELPED THEM LEARN SOMETHING ABOUT OUR SCHOOL RESOURCES THAT THEY DID NOT ALREADY KNOW!

# LEARNING OUTCOMES/ OBJECTIVES

- ❖ FOR ME, THE MOST IMPORTANT MESSAGE I WANTED TO GET ACROSS TO MY STUDENTS WAS TO NOT STRESS DURING FINALS WEEK.
- ❖ SOME STUDENTS HAVE NEVER HEARD OF THE LEARNING CENTER OR WRITING CENTER, SO I WANTED MY STUDENTS TO BECOME WELL INFORMED ON THE RESOURCES CORTLAND OFFERS US.
- ❖ ANOTHER GOAL OF MINE WAS TO PROVIDE TIPS ON TIME MANAGEMENT. HAVING A CLUTTERED MIND DURING FINALS WEEK WILL NOT BE BENEFICIAL!



# ASSESSMENT/ FEEDBACK

- ❖ MY STUDENTS CAN BE TIMID AT TIMES. AFTER CLASS, I HAD SOME PEOPLE COME UP TO ME ASKING QUESTIONS ABOUT THE EDUCATIONAL RESOURCES.

- ❖ ONE OF MY STUDENTS ASKED THE AVAILABLE TIMES OF THE PAWS FOR STRESS RELIEF.
- ❖ ANOTHER ONE OF MY STUDENTS ASKED ME IF THE WRITING CENTER ACTUALLY HELPS. I INFORMED THEM THAT I HAVE PERSONALLY UTILIZED THE WRITING CENTER AND FOUND IT EXTREMELY HELPFUL WHEN DISCUSSING ESSAY TOPICS. THE CONSULTANTS AT THE WRITING CENTER ALSO SHOWED ME HOW TO DEVELOP MY ESSAYS IN AN ORGANIZED FASHION. I PASSED THIS INFORMATION ALONG TO MY STUDENTS.

- ❖ SINCE THIS LESSON WAS THE LAST ONE I TAUGHT FOR THE SEMESTER, I FEEL I HAVE FINALLY GOT THE HANG OF SPEAKING IN FRONT OF STUDENTS.
- ❖ I NOTICED MY PRESENTATION AND PUBLIC SPEAKING SKILLS HAVE IMPROVED GREATLY FROM MY FIRST LESSON AT THE BEGINNING OF THE SEMESTER. I FEEL MORE COMFORTABLE AND A LOT LESS NERVOUS.
- ❖ I LEARNED THAT I HAVE MORE OF AN AUTHORITATIVE TEACHING STYLE. INSTEAD OF HAVING MY STUDENTS GO INTO GROUPS AND DISCUSS WAYS THEY CAN MANAGE THEIR TIME AND STAY ORGANIZED DURING FINALS, I HAD THEM RAISE THEIR HANDS AND DISCUSS WITH THE CLASS AS A WHOLE.

- ❖ I FELT AS IF THIS TEACHING STYLE WOULD BE MORE EFFECTIVE TO MIMIC WHILE PRESENTING, CONSIDERING THIS IS HOW MOST COLLEGE PROFESSORS TEACH.

# REFLECTION

- ❖ I THINK MY STUDENTS LEARNED A LOT FROM MY PRESENTATION. MY GOAL AS A STUDENT FACILITATOR IS TO HAVE THEM BE ABLE TO TAKE AT LEAST ONE PIECE OF INFORMATION BACK WITH THEM.
- ❖ AS THE SEMESTER CONCLUDES, OUR LAST CLASS WILL BE A MORE IN DEPTH LESSON ABOUT THEIR FINAL FOR COR. I WANT TO REMIND THEM ONE LAST TIME TO STAY CALM DURING FINALS AND TO PLAN ACCORDINGLY.
- ❖ THERE WERE NO HICCUPS DURING MY PRESENTATION. IF I WERE TO CHANGE ANYTHING, I WOULD MAKE MY LESSON A LITTLE LONGER. I THINK I WOULD ALSO ADD A MORE INTERACTIVE PORTION OTHER THAN THE GOOGLE RESPONSE. I SHOULD HAVE HAD MY STUDENTS GO INTO GROUPS AND DISCUSS STUDY TECHNIQUES WITH ONE ANOTHER. SINCE THEY ARE ALL BIOLOGY MAJORS, THEY MAY HAVE CLASSES TOGETHER. THIS WOULD HAVE GOTTEN MY STUDENTS TO GET TO KNOW ONE ANOTHER A LITTLE BETTER AND MAYBE MAKE STUDY GROUPS TOGETHER!
- ❖ OVERALL, I BELIEVE MY LESSON WENT OVER REALLY WELL. I TALKED TO MY INSTRUCTOR AFTER CLASS AND SHE AGREED. SHE SAID I PROVIDED KNOWLEDGEABLE INSIGHT ABOUT THE SCHOOLS RESOURCES. SHE ALSO NOTICED THAT MY PRESENTATION SKILLS HAVE IMPROVED OVER THE SEMESTER.